What is this guidance for?
This guidance is for new PGRs who are joining the University of Manchester as well as our current PGRs, some of whom, are beginning to return to their research and facilities on campus. The University’s main priority is the safety of our staff, students and visitors and those returning to campus have a responsibility to help keep yourself and others as safe as possible. This guidance is to give you information to help you do that.

Before you come to Manchester
If you are new to Manchester or have not already done so, register with a GP. You can find your nearest GP surgery and complete registration online. We have some helpful advice on registering with a GP and UK healthcare.

Before you return to campus
We expect the majority of PGRs will continue to work from home, but if you are returning to a research facility, you and your supervisor must have already completed all the necessary risk assessments. These, along with more detailed information, can be found on our ‘Return to Campus’ website.

Before you return to campus, you and your supervisor should have discussed any requirements specific to your area of research and agreed working times and patterns.

Please note that even though you may now be conducting some research on campus it remains the guidance of the University of Manchester that PGR and supervisor/advisor meetings should continue to be held remotely wherever possible. However in certain circumstances, for example, for pastoral support or initial supervisory meetings, face to face meetings may be appropriate and staff and PGRs should be aware of the risks associated with such activity and take appropriate mitigating steps. Please talk through the risk assessment for one-to-one meetings with your supervisor/advisor.

Setting off for campus
• If you or someone you live with have any symptoms of COVID-19, then you must not go onto campus. Inform your Department/School/Faculty support team and PGR supervisor and follow NHS and University guidance on what to do next.
• Wash your hands carefully before setting off.

Travel
• If you can walk or cycle to work, you should do so. Support and training is available if you want to start cycling, from both our University and Transport for Greater Manchester.
• If you need to use public transport, Transport for Greater Manchester has detailed information on available services and how to use them safely and the Stagecoach Magic Bus App can help plan your journey via bus.
• Wear a face covering and try to maintain social distancing.
**Arriving and leaving campus**

- Check in on the SafeZone app on your phone when you arrive, this is free to download and supports NHS Test and Trace by identifying who you have been in contact with. It is also a source of information and advice on COVID-19 safety.
- Our buildings have clearly marked entry and exit doors. Please make sure you use them to help maintain social distancing.
- Use hand sanitiser where available immediately on entry to avoid contaminating high contact surfaces. Alternatively, use toilets on the ground floor to wash your hands thoroughly using soap.

**Getting around buildings**

- Follow any signs and markings on the floors, stairwells and lifts to maintain social distancing.
- Make your way to and from your area of work directly.
- Avoid touching high-contact surfaces such as door handles, lift buttons if you can. You may be able to use your elbow or foot to push open the doors.
- Use stairs wherever possible and avoid using lifts. Lifts are reserved for those that need them most and will have much reduced capacity.

**Taking a break**

- Food preparation on the campus is not recommended; bring your lunch from home.
- You can use microwaves, kettles and fridges, but you are responsible for cleaning touch points before and after use. Containers should be disposable or taken home.
- Plumbed in water coolers may be used to refill containers, but bottled water coolers are not to be used in order to minimise risk. Containers should be disposable or taken home.
- There may be spaces available for taking breaks and eating lunch, but these should not be used for social gatherings and social distancing must be maintained.
- If necessary, stagger break times with your colleagues.
- Wash your hands carefully on arrival and departure from the break area.
- Social distancing is not possible in toilets; most will have a strict one-person in/one-person out policy and will be signposted to indicate this. You will be expected to sanitise the areas you have touched.

**Face coverings**

- We'll provide you with two free, washable face coverings. You should wear a face covering inside our buildings.
- Follow UK government guidance on how to wear a face covering and how to keep face coverings maintained.
- Face coverings don't replace social distancing. Always maintain a 2 metre distance from others.

To use these correctly:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Change and wash your face covering daily.
- If the material is washable, wash in line with the manufacturer’s instructions. If it is a single-use item, dispose of it carefully in your usual waste.
Sharing concerns
It is important that you raise concerns about safety. Your voice is important in helping us collectively to improve how we protect ourselves and others from harm. You should raise any safety concerns or suggestions with your supervisor in the first instance.

What to do if you, or someone you live with, has COVID-19 symptoms
You should follow the instructions below if:
• you have any COVID-19 symptoms (a high temperature, new, continuous cough or a loss or change to your sense of smell or taste);
• you’ve tested positive for COVID-19 (this means you have coronavirus);
• you live with someone who has symptoms or has tested positive;
• someone in your support bubble has symptoms or has tested positive;
• you're told by NHS Test and Trace that you've been in contact with a person with COVID-19.

Start to self isolate
Self-isolation is when you do not leave your accommodation because you have or might have COVID-19.
Follow the NHS guidance on when to self-isolate and what to do, paying special attention to the advice on how long to self-isolate for.
We can offer you support while you are self-isolating. You are not alone.

Tell us you have started to self isolate
Contact your Department/School/Faculty support team and PGR supervisor to let them know that you have started to self-isolate.
If you live in University halls of residence, please also contact your ResLife team to let them know and we can put the right support in place for you:
• Monday to Friday, 8am to 6pm, please email reslifeadmin@manchester.ac.uk;
• out of hours (Monday to Friday, 6pm to 8am and weekends), please call your Duty ResLife Advisor.
You should consider telling a member of your family or a friend that you are self-isolating, so that they can offer additional support.

Request a COVID-19 Test
You must request a test to check if you currently have COVID-19. You can choose to take the test at a local test site and receive the results the next day or have a test kit delivered to you.
A walk-in test site will be opening adjacent to our campus on Oxford Road.
Visit the NHS website to find out more about COVID-19 testing, including requesting a test.

If you test negative for COVID-19, check if you can stop self-isolating
You can stop self-isolating as long as:
• everyone you live with who has symptoms tests negative;
• everyone in your support bubble who has symptoms tests negative;
• you were not told to self-isolate for 14 days by NHS Test and Trace – if you were, find out what to do if you've been told you've been in contact with someone who has COVID-19;
• you feel well and have no symptoms.
If you have diarrhoea or you’re being sick, stay at home for at least 48 hours after they've stopped

If you test positive, let us know and continue to self-isolate
You must let us know if you have tested positive for COVID-19 so that we can support you, and others you may have been in contact with. Here are the steps you should follow if you receive a positive result:
• self-isolate immediately (follow the [NHS guidance on when to self-isolate](https://www.nhs.uk/coronavirus/self-isolation/) and what to do, paying special attention to the advice on how long to self-isolate for);
• if you need medical advice about your symptoms, check the [NHS 111 online coronavirus service](https://111.nhs.uk);
• if you start to feel very unwell or in case of a medical emergency, call 999;
• contact your [Department/School/Faculty support team](#) and PGR supervisor to let them know that you have tested positive;
• if you live in University halls of residence, please also contact your ResLife team to let them know and we can put the right support in place for you: Monday to Friday, 8am to 6pm, please email reslifeadmin@manchester.ac.uk. Out of hours (Monday to Friday, 6pm to 8am and weekends), please call your Duty ResLife Advisor.

We would also advise informing your family member or emergency contact if you test positive for COVID-19, so that they can offer additional support.

**Wellbeing**

Our [support services](#) are open to all PGRs and wellbeing resources specifically for PGRs can be accessed [here](#).

**COVID-19 information for PGRs**

Detailed guidance, news and [FAQs](#) are available for PGRs

**Important contacts on campus:**

- Security: 0161 306 9966 (on the back of your ID card)
- Estates and Facilities Helpdesk: 0161 275 2424
- IT Services: 0161 306 5544
- Occupational Health: 0161 306 5806